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Approved For Release 2001/03/02 : CIA-RDP78-04361A000100060004-8

SUBJ: Special Staff Meeting at the Request
of the Assistant Director of Logistics
Held on 5 August 1955 Relative to Staffing 8 August 1955

b. Continual review, from a security point of view, of all classified contract documents prior to release to contractors.

c. Security support and assistance relative to new covert projects undertaken by the Office of Logistics. (This presently requires approximately 20 manhours per week.)

d. In addition to the above there is an anticipated increase in workload relative to the contemplated use of Department of Defense Cost Inspection Services to audit Agency classified contracts. This will entail security briefings, clearances, etc.

In reviewing the assigned responsibilities of the present Security Officers it is apparent that these new responsibilities, all of which are confined to classified procurement, have resulted in a shortage of available Security Officers to support other divisions and staffs which are continually requesting daily security support and guidance.

8. The complexity of the overall security clearance program handled by this Staff and the increased workload in connection therewith has grown to such an extent that an additional employee is required to keep abreast of the present and projected program. Attention should be called to the fact that this Staff receives and processes clearances for the entire Agency relative to the classified procurement program, in addition to continuing liaison clearances, unofficial outside activity clearance requests, etc., for Office of Logistics personnel. The establishment of a Security Assistant slot will be required to successfully carry out this function.

9. The suggestion that the Office of Logistics use outside contractors to the fullest extent possible would also create an additional workload in this Staff (i.e., security inspections of contractors' facilities, review of classified contract documents, processing security clearances for contractors' personnel, etc.) Should there be a major trend in this respect, then immediate action should be taken to establish the additional slots for this Staff.

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10. Due to the nature of the functions of this Staff, priorities must be established on a day-to-day basis on the overall work program. It is understood that established priorities are subject to immediate change as the need arises, based on unknown factors and the human elements involved.



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